Chapter 6: Updating Leaders

> ➢ **Adding a Leader to the Leaders Module**   back
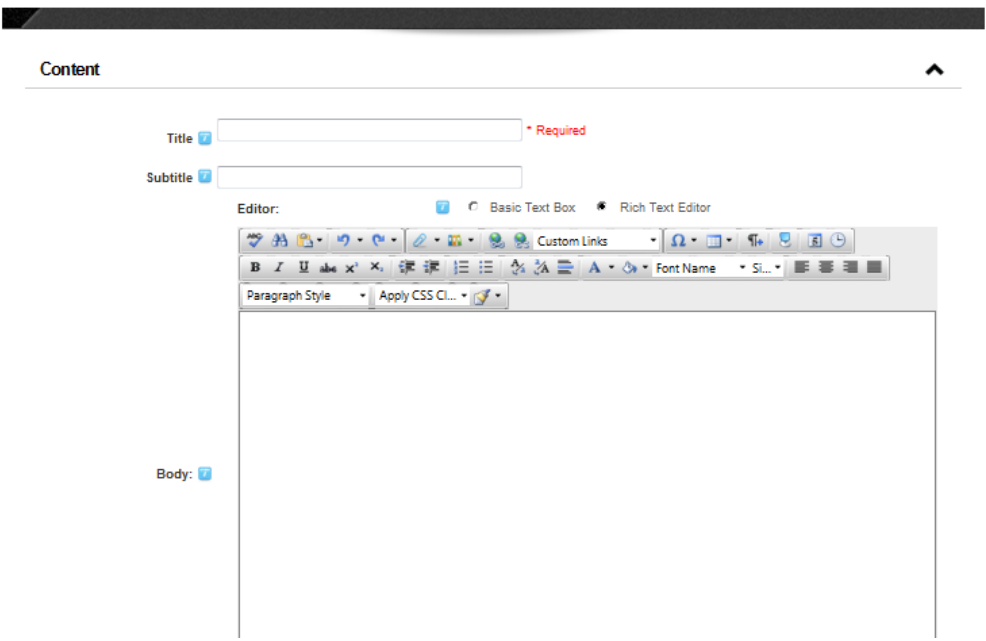
Before adding a leader to the Leaders Module, you should follow the instructions in Chapter 3 – News Story Photo Uploads.

Use the following instructions to add a Leader in an AFPIMS unit site:

Step	Action
1	Access and login to your AFPIMS unit site.
2	Refer to Chapter 3 – Photo Uploads to upload Leader's photo.
3	Navigate to the Leaders page of your unit's site. **Result:** The Leaders page for your unit displays.
3	Click Submit Articles in the Leaders Module. **Result:** The Add Ariticle form appears.
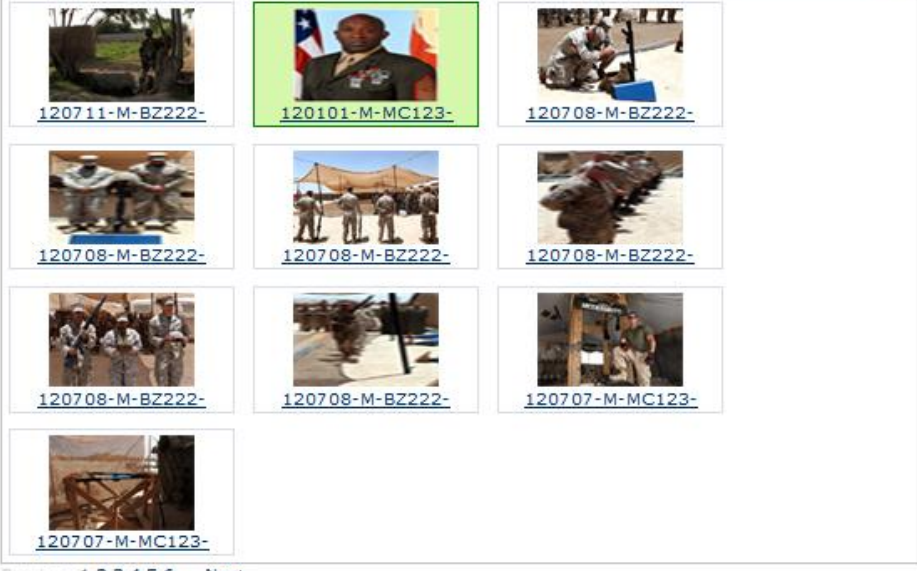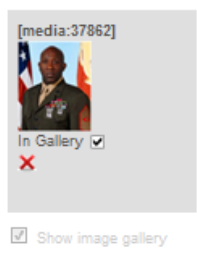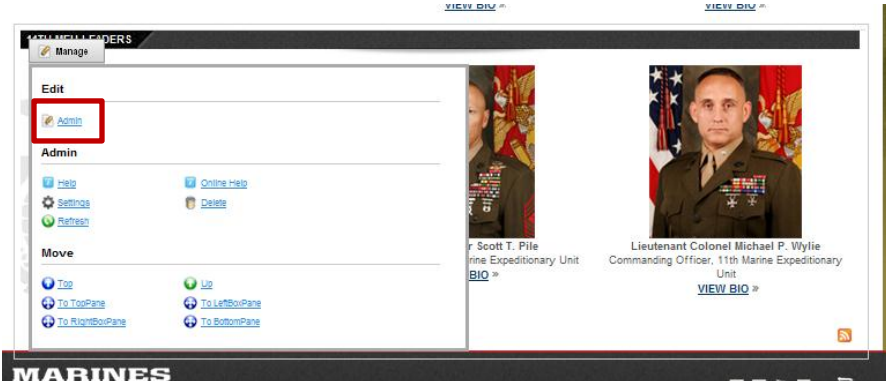
Step	Action
4	Enter leader's name under **Title** field.
5	Enter leader's title under **Subtitle** field.
6	Scroll down the to Media section of the form Result: Media selection appears

Step	Action
7	Select leader's photo. Result: Photo is highlighted in green.
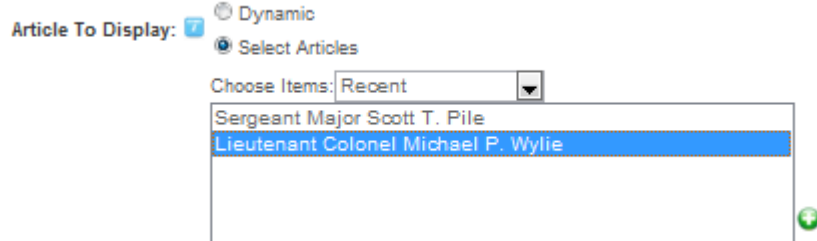
Step	Action
8	Click the Add Selected Media link. **Result:** Image will be added under the Image Media section.
9	Enter or select a story date in the *Publish Date & Time* field.

Step	Action
	Publish Date & Time: ☑ [ ] 🗓 [ ] **Note:** If left blank, the story date will be reflect the date that the story is published.
10	If you have Approver permissions, click the *Publish* link. ⚒ Publish Otherwise, click the *Save Draft* link. 💾 Save Draft **Result:** The news story will be uploaded to the unit site in AFPIMS. If you have Approver permissions, its status will be Approved. If you do not have Approver permissions, it will require approval before it is published to the public servers.
11	After the Leader's bio has been published, go to Unit Leader's module and click on Admin on the Manage control. **Result:** Admin Module Appears

Step	Action
12	Scroll down to Filter section. **Result:** Filter Form appears.
	Articles to Display should be *Select Articles.*

Step	Action
	Select Recent from the drop down menu **Result:** The list box will be populated with recent biographies.
13	Select the item to add by clicking Result: Item will be added in the *Select Articles list*.
14	Highlight an item and use the following controls to: to move the items in order to delete the item
15	

Step	Action
	Click update to save changes. 🖫 Update